

PART 5304--ADMINISTRATIVE MATTERS

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SUBPART 5304.1--CONTRACT EXECUTION

5304.102 Contractor's signature. (d) Joint ventures. In addition to the requirements of FAR 4.102, and to assure a single point of contact for resolution of contractual matters and payments, the contracting officer shall obtain a certificate signed by each participant in the joint venture as follows:

"The parties hereto expressly understand and agree as follows:

a. (name, title, and company) is the principal representative of the joint venture. As such, all communications regarding the administration of the contract and the performance of the work thereunder may be directed to him or her. In the absence of (same name, title and company as above), (enter name, title, and company of alternate) is the alternate principal representative of the joint venture.

b. Direction, approvals, required notices, and all other communications from the Government to the joint venture, including transmittal of payments by the Government, shall be directed to (enter name, title and company of principal), principal representative of the joint venture."

SUBPART 5304.2--CONTRACT DISTRIBUTION**5304.201 Procedures.**

(a) Work requests to maintenance modification and overhaul contracts are to be included in the types of instruments covered in this section.

(b) The payment office copy of all FMS contracts (including purchase orders) and modifications shall contain or be accompanied by the following notification:

"The contract paying office shall not make any payment against any Foreign Military Sales line item in this contract/modification unless the contract paying office receives expenditure authority from the Security Assistance Accounting Center, Denver, CO 80279."

5304.202 Agency distribution requirements.

(a) For open market purchases of \$25,000 or less, delivery orders, and Federal Supply Schedule Orders, each modification thereto, the contracting officer shall provide a

duplicate original and one additional copy of the contractual document to the Air Force payment office.

(b) When shipments will be made on a commercial bill of lading to be converted to a government bill of lading at destination (see FAR 42.1403(a)), the contracting officer shall send one copy of the official contractual document (contract, modification or ASI) to the transportation officer concerned.

(c) For operational contracting, the contracting officer shall-

(1) Furnish enough copies of the contractual document to the receiving/inspection unit to satisfy receiving/inspection report distribution requirements;

(2) If material is to be inspected at contractor's plant, the contracting officer shall send two copies of the contractual document under a letter of transmittal to the chief, quality assurance division of the DCMC activity responsible for the contractor's plant; and

(3) When purchase information is not furnished through the USAF Standard Base Supply System, the contracting officer shall send one copy of the contractual document to the appropriate stock control representative.

SUBPART 5304.4--SAFEGUARDING CLASSIFIED INFORMATION WITHIN INDUSTRY**5304.490 Security procedures for Air Force contracts.**

(a) AFI 31-601, "Industrial Security Program Management," implements the industrial security program.

(b) When contract performance will involve classified information, the contracting officer shall ensure that the DD Form 254, Contract Security Classification Specification, includes the complete mailing address of the security police activity (SPA) and the responsible MAJCOM security police. This requirement also includes Air Force Reserve and Air National Guard (ANG) bases.

(c) Promptly after contract award, the contracting officer shall provide a copy of the DD Form 254 to each addressee on the DD Form 254. For contracts to be performed at ANG bases, a copy shall be sent to the Air National Guard Support Center (ANGSC/SE), Andrews AFB MD 20331-6008; for contracts to be performed overseas, to the Director of Security Policy, HQ USAFE/SPI, APO New

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York 09012 or HQ PACAF/SPI, Hickam AFB HI 96853-5001, as appropriate; and for contracts to be performed in Korea, to HQ USAFK/ACJ, APO San Francisco 96301.

5304.491 Contract clause. The contracting officer shall insert the clauses at 5352.204-9000, Notification of Government Security Activity, and 5352.204-9001, Visitor Group Security Agreements, in classified solicitations and contracts (other than contracts for services on an "on call" basis, such as those with computer maintenance vendors) which require a DD Form 254 for performance on U.S. Government installations and overseas.

SUBPART 5304.6--CONTRACT REPORTING

5304.601 Record Requirements.

(a) AFR 70-12 establishes policies and assigns responsibilities for the Air Force Contract Reporting System.

(b) The 2046th Communications-Computer Support Group, Wright Patterson AFB, OH transmits all Air Force DD Forms 350, DD Forms 1057 and DD Forms 1547 to the Defense Contract Action Data System (DCADS) according to AFR 70-12.

5304.670-1 Definitions. (c) The Air Force Departmental Data Collection Points are:

(1) For submission of forms: 2046th Communications-Computer Support Group (CCSG/SCOS-Data Entry) Wright Patterson AFB, OH 45433-6503.

(2) For questions concerning policies or procedures: SAF/AQCP, Washington, D.C. 20330-1000.

5304.670-3 Contracting Office Responsibilities.

(a)(1) Prepare DD Forms 350 using automated systems if available. Operational activities use the Base Contracting Automated System (BCAS), AFMC activities use the Acquisition Management Information System (AMIS) or Automated Contract Preparation System (ACPS).

(2) Submit DD Forms 350 to the Departmental Data Collection Point as follows so that all forms prepared during the month, including corrections, are submitted no later than the 10th day of the month following the report month:

(i) Activities using BCAS transmit DD Forms 350 data over AUTODIN as directed by SAF/AQC.

(ii) AFMC activities transmit DD Forms 350 data according to HQ AFMC procedures.

(iii) Other activities send legible copies of the form using United States mail.

(3) Transmit cancelling or correcting DD Forms 350 according to (a)(2) above.

(b) Prepare and submit DD Forms 1057 according to the procedures in (a)(1) and (a)(2) above.

5304.670-8 Security Classification. Contact SAF/AQCP for instructions on how to report data on classified contracts.

SUBPART 5304.8--CONTRACT FILES

5304.803 Contents of contract files. (a) Contracting office contract file. AF Form 3019, Contract File Content Checklist; AF Form 3020, Contract Memorandum of Transmittal; and AF Form 3021, Contract Memorandum of Transmittal (Advertised Procurement), are available for optional use in the contract file. If used, AF Form 3019 is for files of central acquisitions of \$25,000 or more unless the checklist on the reverse of the AF Form 3021 is used. AF Forms 3020 or 3021, as appropriate, may be included in the file when review and approval is requested at a level above the contracting officer, unless review is waived by the approval authority. Pending issuance of a revised form, the instructions at the top of AF Form 3020, concerning block 9 of the form, are to be considered deleted. If AF Form 3020 is used, contracting officers should complete block 9 instead of referring to the price negotiation memorandum.

5304.804-5 Detailed procedures for closing out contract files.

(a)(1) Accomplish the initial funds review within 30 days of contract completion and annotate the contract file to reflect dates of the review, funds status, and resulting actions taken by the ACO.

(2) Accomplish a funds review whenever a major closeout milestone has been achieved.

SUBPART 5304.70--UNIFORM PROCUREMENT INSTRUMENT IDENTIFICATION NUMBERS

5304.7002 Procedures. Forward requests for changes to D FARS Appendix G, Activity Address Numbers, through the Major command director of contracting to SAF/AQCO.